

## About our partnership with Health Care Decisions



### *Secretary of State* *Jan Brewer's* **Arizona Advance Directive Registry**

Arizonans can now record their health care directives in the secure and confidential Advance Directive Registry at the Arizona Secretary of State's Office thanks to a new public/private partnership with Health Care Decisions a project of Hospice of the Valley. The joint venture is funded by Health Care Decisions and maintained by our office. In order to file an advance directive you first need to prepare a directive. That's where Health Care Decisions come in. Review their information included with this literature about advance directives. Most importantly make your choice, prepare a directive, sign it, and get it notarized or witnessed. Once you've got an advance directive prepared file a copy of the directive with us. Why? So it will be readily available and accessible to those who'll need it the most in an emergency.

## ABOUT THE ARIZONA ADVANCE DIRECTIVE REGISTRY

**Purpose:** The Arizona Advance Directive Registry is a place to store a copy of your advance directive. The Directory is a way for your advance directive to be available where and when it is needed. Access to a central database via computer will expedite patient's health requests. The Secretary of State's Registry is maintained and operated by the Secretary of State's Office under Arizona law.

**Need:** In order to honor an advance directive, your agent, physician, hospital or nursing home must be aware of it and what it says. The Arizona Advance Directive Registry empowers *you* and lets *you* decide who will be able to review your advance directive.

*Continued on back*

**Services:** Our staff is available 8 a.m. to 5 p.m. Monday through Friday except state holidays to answer questions about filing your advance directive with our office. Call 602.542.6187 or visit [www.azsos.gov](http://www.azsos.gov). Instructions on how to file and a form are included with this information. If you have questions about how to prepare an advance directive, please contact Health Care Decisions at 602.222.2229.

**The Arizona Advance  
Directive Registry is  
maintained by  
the Arizona Secretary of State's Office.**

**602.542.6187  
[www.azsos.gov](http://www.azsos.gov)**

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## ABOUT THE ARIZONA ADVANCE DIRECTIVE REGISTRY

**Funder:** Health Care Decisions, a project of Hospice of the Valley, financially supports the Registry under the first public/private partnership in the nation to allow citizens to record their health care directives.

The annual operating cost of the registry is approximately \$60,000. No taxpayer money is being used to fund the Registry. Operating costs are supported through community donations and grants to Health Care Decisions.

## Frequently Asked



# Secretary of State Jan Brewer's Arizona Advance Directive Registry

You have put your wishes in writing and have a health care directive. So why file a copy with the Secretary of State's Office? When you file with us no matter where you are, where your agent is, or where your health care providers are they can have access to your wishes online. You choose who can access the information, at anytime, day or night – peace of mind for your family, friends and loved ones.

## ABOUT THE ADVANCE DIRECTIVE REGISTRY

### 1. What is the Advance Directive Registry?

The Arizona Advance Directive Registry is a place to store your advance directive – a virtual file cabinet – so that your advance directive is available when needed.

### 2. Why keep an Advance Directive in the Registry?

When you complete an advance directive, and register it in the Registry, you will receive a membership card containing a member number and a password. You should give this information to your family and friends and to your doctor. If you are in an accident or very ill, and unable to speak for yourself, your advance directive will speak for you.

If a copy of your advance directive is not readily available when needed, the doctors or hospital caring for you can look up your directive in the Registry and then follow your instructions.

### 3. Who has access to the Registry?

You decide who has access to your advance directives. You will have a password and you decide when to share your password. You might want to give the password to your health care (medical) power of

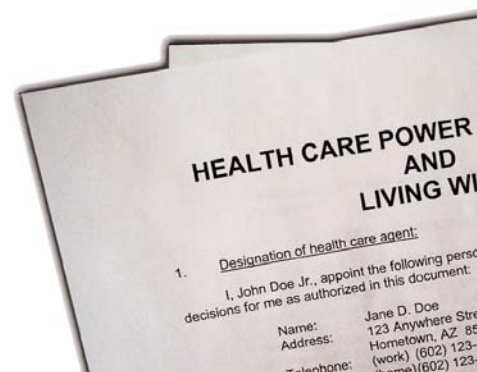
attorney, to your close family and friends, and to your doctor. No one can look at your advance directive without your password.

### 4. What if I am unable to communicate?

If you are unable to communicate, your doctor or health care provider may use the password on your wallet card to access the registry and review your advance directive.

### 5. What Advance Directives are included in the Registry?

The Arizona State Legislature has defined several advance directives and these can be included in the Registry:



*File a copy of your Advance Directive with us as soon as possible to ensure piece of mind.*

## Frequently Asked *Continued from page 3*

# ABOUT THE ADVANCE DIRECTIVE REGISTRY

1. Health Care (Medical) Power of Attorney
2. Mental Health Care Power of Attorney
3. Living Will

### 6. Why are only these directives acceptable?

These directives are defined by specific Arizona laws and have special legal status. With a Health Care (Medical) Power of Attorney and the Mental Health Care Power of Attorney forms, you appoint someone to make decisions for you if you are incapacitated. The Living Will form lets you choose health care that you would want to accept or refuse if you are unable to speak for yourself. Financial documents, such as a Last Will & Testament, or a Living Trust, are not accepted into the Arizona Advance Directive Registry. Only directives that concern your future health care and health care choices are included. Advance directives may be combined into one large document, or you may have a separate Living Will, Health Care (Medical) Power of Attorney, and Mental Health Care Power of Attorney. Many different forms of these documents are available, and each can be entered into the registry.

### 7. What about the Pre-hospital Medical Care Directive (Orange Form)?

The Pre-Hospital Medical Care Directive, also known as the Orange form or Orange card, is a special advance directive. This form says that, if your heart stops beating or if you stop breathing, that you do NOT want to receive cardiopulmonary resuscitation (CPR). This special form, which is bright orange in color, notifies the paramedics and emergency medical

services people that this choice has been made. Because the paramedics respond quickly to an emergency medical situation, the Pre-Hospital Medical Care Directive (Orange form) must be immediately available for them to see. Pre-Hospital Medical Care Directives (Orange forms) will not be stored in the Registry, but should be kept “on-hand” in a person’s home or wallet.

### 8. What if an Advance Directive gets filed wrong?

After your advance directive has been stored in the Registry, you will be asked to “double-check” the filed information to be sure it has been entered completely and accurately. You will be asked to notify the Secretary of State’s office that your advance directive has been stored correctly before the process is final.

### 9. What if I change my mind?

You can always change your mind. You just need to say so to your doctor or to the medical team taking care of you. As long as you can speak for yourself, you are in charge of your decisions.

If you wish to change your advance directive, you just need to complete a new one. When you complete a new advance directive, it becomes the valid one. The advance directive with the most recent date is the one that will be followed. You must send the new one into the Registry as soon as you can, so that it can replace the old one on file.

### 10. What does it cost?

There is no fee for storing your advance directive in the Registry.

## To your agent



Let your family, friends and loved ones know about your advance directive and that it's filed with the Secretary of State's Office. Just as your wishes are confidential, so is the information stored in the Arizona Advance Directive Registry.

# Secretary of State Jan Brewer's Arizona Advance Directive Registry

## TO YOUR FAMILY & FRIENDS

**1. I've got a password and wallet card after filing my directive with you now what?**

Keep the wallet card with your file number and password handy. It's up to you who you want to share your password with.

You can share your password with your appointed medical power of attorney (agent), with your doctor and the hospital or clinic where you receive medical care.

**2. I've changed my mind about my filed directive, what do I do?**

Always let your loved ones, close friends and physicians know about your health care decisions. You can always register your revised advance directive with the Secretary of State. No fees are required to update your advance directive in our system.

**3. How can my health care provider or agent view my advance directive online?**

You will have to contact your health care provider or agent and give them your member number and password.

Remember, it's your decision who you want to share your password with. Trust it to only close family members, friends and physicians.

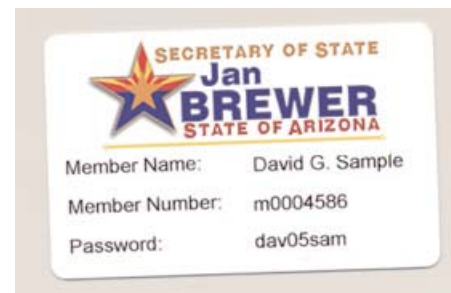
**4. A relative or close friend has designated me as an agent. What do I need to know about the Arizona Advance Directive Registry?**

If someone has shared with you that they have an advance directive on file at the Secretary of State that identifies you as the agent make sure you have a copy of the information provided on their wallet card. If you need to access their advance directive online follow the web site instructions included with this information.

**5. I want to designate someone out-of-state as an agent. Can they still access the system if they aren't a citizen of the state of Arizona?**

Anyone in *any* state *or* country can have access to your advance directive.

That's what makes the Arizona Advance Directive Registry so special, no matter where you, where your agent is, or where your health care provider is – the information is available 24/7.





[www.azsos.gov](http://www.azsos.gov)



Our Web Site offers information and useful links about advance directives. Visit us to learn more about the Arizona Advance Directive Registry or for links to Arizona law, online forms and more!

*Secretary of State*  
**Jan Brewer's**

## **Arizona Advance Directive Registry**

### **WWW.AZSOS.GOV**

**1. I've got a wallet card, registration number and password, how can I or others view my advance directive?**

When you visit our web site click on the Arizona Advance Directive Registry link located under Business Services. You will be directed to the Arizona Advance Directive Registry web page. Click on the "Search the Registry" navigation button on the left. You will be re-directed to the log-in page.

**2. Is the log-in page safe and secure?**

This page is encrypted and is VeriSign Secured. The web site can secure your private information using a VeriSign SSL Certificate. Information exchanged with any address beginning with https is encrypted using SSL before transmission.

**3. I've logged in now what?**

You will be at the "Welcome" page. In this area you will be able to view a copy of your directive and view your contact information. Simply choose a button and click on it.

**4. I don't have a computer. How can I view my information in the online directory?**

You are always welcome to use the public computers at the Secretary of State's Office located at 1700 W. Washington

Street, 7th Floor in Phoenix; or at our Tucson location, 400 W. Congress, 2nd Floor, Room 252. Not computer savvy? Our staff is available to show you how the system works. Computers are also available at your local library. Remember your health care provider, physician and agent will have access to a computer and will be able to access your advance directive when they need to.



**5. Can I register or re-register my advance directive online? Can I change my information online?**

Our office is only accepting paper copies of advance directives. You can mail or drop-off your advance directive with your completed registration form to our office at 1700 W. Washington Street, 7th Floor, Phoenix, Arizona 85007.



Secretary of State  
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**Arizona Advance Directive Registry**

► LIVING WILL  
► MENTAL Power of Attorney  
► MEDICAL Power of Attorney

## How to register in Registry



**Secretary of State  
Jan Brewer's**

## **Arizona Advance Directive Registry**

The Secretary of State has a two-sided form that you need to fill out that is included with this literature if you want to file your directive in the Arizona Advance Directive Registry. If you have any questions about how to register your advance directive with us, call Business Services at 602.542.6187.

e-mail: [ad@azsos.gov](mailto:ad@azsos.gov)

Phone: 602.542.6187 Toll Free: 800.458.5842

## INSTRUCTIONS - HOW TO GET STARTED

### 1. I don't have an advance directive? How do I get one?

You need to choose and prepare an advance directive to file. The directives that can be filed in our office are: a Living Will, Medical Power of Attorney, or Mental Health Power of Attorney or a combination of the three. Our office cannot answer questions about how to prepare directives. Review the information included in this literature from Health Care Decisions. Staff at Health Care Decisions is available to assist you and answer any questions you have about health care directives.

### 2. Already have an Advance Directive?

Read the Registration Agreement carefully included with this literature, and fill in all the blank spaces. Attach a *copy* of your witnessed or notarized advance directive to the Registration Agreement. The copy of your advance directive forms must be legible and clearly readable.

*Do not send your original advance directive forms.*

### 4. Sign and date the Registration Agreement and return in person or by mail to:

Arizona Advance Directive Registry  
Arizona Secretary of State  
1700 W. Washington Street, 7th Floor  
Phoenix, AZ 85007

### 5. When the printed record of the registration is returned by mail, review it for accuracy.

Depending on the accuracy of the record, check the appropriate box marking either "no corrections required" or "the information is not correct". Sign the form and return it to the Secretary of State's Office.

### 6. Activation

The Secretary of State's Office will not activate your registration until a verification form marked "no corrections required" is received back from you. This verification form will be sent after you file your advance directive.

### 7. Issuance of wallet card and password

A wallet card and password will be issued once you verify the information in our system is correct. Keep the wallet card with your file number and password handy. Share your password with your appointed medical power of attorney, with your doctor and the hospital or clinic where you receive medical care.



## Arizona Health Care Directives Registry Registration Agreement

### Instructions

- Read this Agreement carefully, and fill in all the blank spaces.
- Attach a copy of your witnessed or notarized Health Care Directive to this Agreement (**DO NOT** send your original Health Care Directive Form)
- Sign and date this Agreement and return in person or by mail to:  
Arizona Health Care Directives Registry  
Arizona Secretary of State  
1700 W. Washington, 7<sup>th</sup> Floor  
Phoenix, AZ 85007

Last Name	First Name	Middle Name or Initial
Address		Phone
City	State	Zip
Birth Date (Month/Day/Year)	Social Security Number	
Printed name as you want it listed on your membership card		
Address to return documents and wallet card ( <b>IF DIFFERENT FROM ADDRESS ABOVE</b> )		
Name		
Address		
City	State	Zip
Your registration form will be processed within three (3) weeks. You will receive further information in the mail. In order to complete the registration of your health care directive(s) you are required to reply to the letter that you will receive.		
For further assistance please contact the Arizona Secretary of State at (602) 542-6187 or visit us online at:  <a href="http://www.azsos.gov">www.azsos.gov</a>		

**OVER**





## **Registration Agreement**

I am providing this personal information, along with a copy of my advance directive, with the understanding that this information will be stored in the Arizona Health Care Directive Registry. I certify that the advance directive that accompanies this Agreement is my currently effective advance directive, and was duly executed, witnessed and acknowledged in accordance with the laws of the State of Arizona.

I want to:

- ☐ Store a health care directive(s) in the Registry
- ☐ Replace a health care directive(s) now in the Registry with a new one
- ☐ Add an additional document to my currently stored directive(s)
- ☐ Remove my health care directive(s) from the Registry
- ☐ Request a replacement wallet card (no change to health care directive(s) in Registry)

I understand that the Arizona Health Care Directive Registry is hosted by MyHealthDirective.com and is the responsibility of the Arizona Secretary of State. I authorize the Arizona Secretary of State, or designated agent, to share my personal information with MyHealthDirective.com for the purpose of storing my health care directive in the Registry and receiving payment for this service.

I understand this authorization is voluntary. This authorization to store my advance directive in the Arizona Health Care Directives Registry will remain in force until revoked by me. I understand that I may revoke this authorization at any time by giving written notice of my revocation to the Contact Office listed below. I understand that revocation of this authorization will NOT affect any action you took in reliance on this authorization before you received my written notice of revocation.

Contact Office: Office of the Arizona Secretary of State  
Telephone: 602-542-6187  
Fax: 602-542-4366  
E-mail: AD@azsos.gov  
Address: 1700 W. Washington Street, 7<sup>th</sup> Floor, Phoenix, AZ, 85007

\_\_\_\_\_  
Signature of person completing this Agreement

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**OVER**